

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

Revised

63

February 24, 2004

FROM: **RAYMOND B. WINGERD**, Interim Chief Probation Officer
 Probation Department

SUBJECT: **REQUEST FOR PROPOSAL FOR INDEPENDENT LIVING SKILLS PROGRAM
SERVICES**

RECOMMENDATION: Approve the Request for Proposal (RFP) for Independent Living Skills Program services and authorize the Probation Department to release the RFP.

BACKGROUND INFORMATION: Since February 2002, the Probation Department has provided federally mandated Independent Living Program (ILP) services to probation youth in foster care. The ILP is designed to provide basic life skills, career exploration and job readiness preparation for youth between the ages of 14 and 21 who have been in out-of-home placement.

The Human Services System (HSS) receives an annual federal allocation to provide ILP services to eligible youth placed in or supervised by this county. Currently, the Department of Children's Services (DCS) receives this allocation and annually shares \$650,000 with the Probation Department via an interagency agreement to provide ILP services to probation youth. Vendor invoices received by the Department are currently sent to HSS Administration for payment. Probation's program is referred to as the Independent Living Skills Program or ILSP.

Probation's ILSP includes a variety of services, such as: education/vocational training, transportation assistance, health/safety activities, conferences/graduations, with a variety of individual vendors providing furniture, computer classes, tutoring, counseling, and basic life skills. Probation's goal is to assist these youth learn and develop skills that will prepare them to transition to adulthood and independent living.

The Department currently maintains purchase orders with several vendors throughout the county to fulfill the mandate for providing ILSP services to Probation youth, however some of these classes are not currently being provided under contract. By approval of this item, Probation seeks to contract with vendors who can immediately provide all mandated services through June 30, 2004, under a "Phase I" plan. Additionally, a "Phase II" plan is designed to seek contracts with vendors who may be able to provide these services in one or more geographic regions of the County in fiscal year 2004-05, thus minimizing reliability on several separate regional vendors and possibly recognizing savings through economies of scale.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by Purchasing (Terri Martinez, Contracts Administrator – 387-2069) on January 27, 2004; County Counsel (Dawn Stafford, Deputy County Counsel – 387-5471) on February 2 2004; and the County Administrative Office (Vicki Kratzke, Administrative Analyst – 387-5423) on February 6, 2004.

FINANCIAL IMPACT: There are no local costs associated with this item. All contract services for Phase I, in the amount of \$49,400 are fully funded by federal ILP funds already received by HSS. Approximately \$147,500 is expected to be available for Phase II, as no change in ILP funding is anticipated for FY 2004/05. In the event funding is reduced or eliminated, program services will be appropriately reduced or terminated.

Page 1 of 2

Record of Action of the Board of Supervisors

Revised

63

BOARD OF SUPERVISORS
REQUEST FOR PROPOSAL FOR INDEPENDENT LIVING SKILLS PROGRAM SERVICES
February 24, 2004
Page 2 of 2

63

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's recommendation to approve and authorize the release of the RFP seeking to improve the delivery of services at reduced costs.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mel Rinewalt, Deputy Chief Probation Officer (909) 387-5855

63